

## **Job Opportunity Bulletin (JOB)**

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**Policy** It is the policy of DGS, in accordance with State Personnel Board (SPB) Rule 444, that each Request for Personnel Action (RPA) to fill a vacant position be accompanied by a JOB.

Unless exempted by SPB Rule, all transfers and training and development assignments that result in an employee moving to a position that is covered by an affirmative action or upward mobility goal require specific posting and screening requirements (described in Rule 444), except as expressly stated below:

**SPB Exemptions from Rule 444:**

- Involve movement of an employee between positions that are within the same classification and department.
- Are intended to remedy a particular employee's performance deficiency that has been identified through the performance evaluation process conducted pursuant to Government Code Sections 19172 or 19992.2
- Provide a modified work assignment that is necessary to continue the employment of an injured or disabled employee
- Involve movement of an employee between positions under the same appointing power that fall within the same occupational and level category for affirmative action and upward mobility goal-setting purposes
- Are necessary to avoid the need to layoff or demote an employee, or involuntarily transfer an employee to another classification or to another geographic location that would require an employee to change his/her place of residence
- Are needed to continue the employment of an individual hired through the Career Opportunity Development Program established by the Welfare Reform Action of 1971

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## **Job Opportunity Bulletin (JOB), Continued**

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**Policy  
(continued)**

**DGS Exemptions from Rule 444:**

All exemptions must be cleared by the Classification and Pay (C&P) Analyst prior to implementation. Justifications for exemptions shall be submitted with the RPA. To minimize unnecessary paperwork, a JOB will not be required for the following personnel actions:

- Appointments under the Limited Examination and Appointment Program (LEAP).
- Emergency hire (30-days or less).
- Extensions of limited term and TAU appointments.
- Placements under the Return to Work and Reasonable Accommodation Programs.
- Promotion-in-place, when the recruitment class is lower than a SSM level (e.g., a SSA is promoted to the Associate level in place).
- Mandatory reinstatements.
- Retired Annuitants.
- Transitions from apprenticeships; T&D assignments, COD contracts, and LEAP appointments.
- Youth Aids.

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## Job Opportunity Bulletin (JOB), Continued

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### Definitions and/or explanations

The Job Opportunity Bulletin (JOB) is a recruitment vehicle used by State departments to advertise vacant positions.

The intent of a JOB as a recruitment tool is to:

- Provide advance notice of the employment opportunity for employee movement
- Provide the duration, location, hours of work, contact person, final file date, and selection criteria of the employment opportunity
- Provide either focused or wide area distribution
- Provide a consistent format throughout the department
- Provide clearly written expectations about why the job exists, what the incumbent in the job is responsible to accomplish, and what is required to be able to effectively perform in the position
- Provide information needed to effectively recruit a successful candidate into the position
- Provide verification of notice in accordance to applicable laws and rules for
  - An audit by a control agency
  - Background information relating to a grievance/complaint
  - Historical documentation relating to potential layoff

A JOB is typically copied from the essential function duty statement onto the JOB form. A definition of the areas covered on the JOB are:

- **Essential Functions:** The basic job duties of a position that an employee must be able to perform, with or without reasonable accommodation. The position exists to perform those tasks, there are a limited number of employees who could perform the tasks, highly specialized, employee must actually perform the task, and removal of the task would alter the job.

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## Job Opportunity Bulletin (JOB), Continued

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### Definitions and/or explanations (continued)

- **Marginal Functions:** Duties that are performed but are not essential to the position. The position does not exist to perform the task, other employees are available to perform the task, it is not highly specialized, the employee does not have to perform the task, and removal of the task would not alter the job.
- **Knowledge:** A body of learned information, usually of a factual or procedural nature, applied directly to the performance of a task or makes for the successful performance of a task. Is a necessary prerequisite for observable aspects of work behaviors of a job.
- **Skill:** An individual's level of proficiency or competency in performing a specific task, a present, observable competence to perform a learned task. Something learned.
- **Ability:** A general, enduring trait, capability, or characteristic. An individual possesses when beginning the performance of a task, and results in an observable product.
- **KSAs (Knowledge, skills and abilities).** This information is contained in the classification specification. They can be deleted from a JOB, but cannot be added to.

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### Procedure

See "[How to Fill Vacant Positions \(Revised 8/11/04\)](#)"

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## Job Opportunity Bulletin (JOB), Continued

**Resources**      The following table depicts the resources available.

RESOURCE	SECTION
Human Resources Policy Memos <a href="http://www.ohr.dgs.ca.gov/default.htm">http://www.ohr.dgs.ca.gov/default.htm</a>	HR 02-007, HR 97-020
Law and Regulation <a href="http://www.dpa.ca.gov/statesys/dpa/laws.htm">http://www.dpa.ca.gov/statesys/dpa/laws.htm</a> <a href="http://www.dpa.ca.gov/statesys/dpa/oalrules.htm">http://www.dpa.ca.gov/statesys/dpa/oalrules.htm</a>	GC 19052 SPB Rule 444
Memorandum of Understanding (MOU) <a href="http://www.dpa.ca.gov/collbarg/contract/bumenu.shtm">http://www.dpa.ca.gov/collbarg/contract/bumenu.shtm</a>	Varies. MOUs for 12, 13, and 15 are subject to Post & Bid requirements
Responsible Control Agency and/or Program	SPB
<b>Other:</b>	
DGS Essential Functions Duty Statement Manual	<a href="http://documents.dgs.ca.gov/HR/UserGuides/RevisedEssentialFunctionsTrng.doc">http://documents.dgs.ca.gov/HR/UserGuides/RevisedEssentialFunctionsTrng.doc</a>
Job Opportunities	<a href="http://www.dgs.ca.gov/jobopportunities">www.dgs.ca.gov/jobopportunities</a> or <a href="http://www.spb.ca.gov/employment/vpos_index.htm">http://www.spb.ca.gov/employment/vpos_index.htm</a>